

	Level I	Level II	Level III
Express intent to the medium or long term preservation of collection	x	x	x
Material to be digitized meets standards for selection as outlined in the organization's collection development policy	x	x	x
Documented policies, procedures, and strategies related to digital preservation	x	x	x
Metadata sufficient to ensure access to the collection in the future			
Descriptive metadata	x	x	x
Administrative metadata		x	x
Structural metadata			x
All appropriate intellectual property rights have been documented for items contained in the collections	x	x	x
Documented process for the creation of content with appropriate quality controls built in	x	x	x
If converting from analog to digital, formats, metadata, and other technical standards are documented and followed	x	x	x
Documented strategy to monitor and manage files	x	x	x
Including strategy to ensure authenticity of files	x	x	x
Including strategy to mitigate/reverse effects of hardware/software/firmware/media obsolescence and information decay or degradation	x	x	x
Strategy for providing continued access to the digital objects into the future (emulation, migration, etc.)	x	x	x
Two or more copies of the collections and/or documents are stored in different geographical locations.	x	x	x
Storage and synchronizations of files at multiple sites			x
Documented disaster and recovery plans	x	x	
Review and update policies and procedures at least every two years	x	x	x
Recorded provenance and change history for collections and, if necessary, objects within the collections		x	x

Use of persistent identifiers		x	x
Production of reliable master files			x
Routine audits conducted at least every two years			x
Verification methods			x
Attention to security requirements			x
Supported computing and networking infrastructure			x